

MARISH ACADEMY TRUST

MARISH PRIMARY SCHOOL

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WILLOW PRIMARY SCHOOL

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Executive Headteacher: Mrs H G Denham B.A., M.Ed.

Deputy Headteachers: Mrs L Kelly, Miss A Court, Mr D Sinclair, Mrs N Gentles, Miss E Dowe

Lunchtime Activity Champion – Job Description



MAIN DUTIES

To supervise the children effectively by:

- supervising all areas of the playgrounds, corridors, toilets and dining hall
- engaging children in developmental play
- organising the children coming in and out of the dining hall for lunch
- supervising children eating their lunch, encouraging good behaviour (sitting properly, table manners, clearing away, quietness)
- cleaning tables and floors, stacking tables and chairs in the dining area as necessary
- ensuring the children return to classes in an orderly fashion at the end of midday break
- managing the children during wet lunchtimes
- undertaking in-service training where appropriate
- attending the meetings called by the Headteacher and Deputy Headteachers – overtime paid if required to attend at other times

Whilst the Headteacher remains ultimately responsible for the Health and Safety of the school site:

- to refer all cases where first aid is needed to the qualified first aid member of staff who is on duty in the medical room
- to be aware of, and undertake the relevant procedures that are to be carried out in the event of an accident or dangerous occurrence, for example, children who may suffer from an anaphylactic reaction
- to alert the Lunchtime Supervisor of any potential Health and Safety risks of which you may become aware associated with lunchtimes and the play areas
- assist with personal cleanliness of children as appropriate

To oversee matters relating to pupil discipline within the general policy of the school by:

- supporting the school's ethos and policies on behaviour, bullying and inclusion
- encouraging caring and orderly conduct (be proactive and act, always listen to both sides of a dispute, never argue with a child)
- by identifying unacceptable behaviour and informing the Lunchtime Supervisor
- accepting responsibility, where appropriate, for the children's social education during lunchtime

The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.

All disabled applicants who meet the minimum criteria for the job will be invited to interview



The Marish Academy Trust is a charitable company limited by guarantee registered in England and Wales (registered number 09073873)

Registered office: Marish Primary School, Swabey Road, Langley, SL3 8NZ.

"WORK TO BE OUTSTANDING. DESERVE TO BE OUTSTANDING. WILL BE OUTSTANDING!"